

ADMINISTRATIVE - INTERNAL USE ONLY

DD/MJS 73-1362

DD/MJS Registry

File Training 6

05 APR 1973

MEMORANDUM FOR : Director of Personnel
THROUGH : Deputy Director for Management
and Services

STATINTL

SUBJECT :

REFERENCE :

1. Paragraph 4 contains a recommendation for your approval.

STATINTL

2. [] who retired from the Agency in June 1972, is presently under contract to conduct 13 writing courses for Office of Communications personnel during the period 30 October 1972 to 29 October 1973 at a total cost of \$8,250, which is \$947 under the 90 percent ceiling currently applicable to him. Requirements for five additional courses during this time frame have now been received. Four of the additional courses are needed to satisfy Office of Communications training requirements. The fifth course is to satisfy the requirement for an additional running of the writing course given for Agency personnel at large by a contract instructor working for the United States Department of Agriculture Graduate School. It is our intention to have [] conduct this extra course instead of the U.S.D.A. instructor. We would like to use [] to conduct all five additional courses because of his unique qualifications and because of potential savings to the Agency.

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3. [] holds a teacher's certificate in English and is a well qualified instructor in writing. What makes him a more effective teacher than the U.S.D.A. Graduate School instructor is the fact that he can relate his 22 years of experience as an Agency staff employee to his training material and can therefore respond more directly to the exact needs of

ADM

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the students. Inasmuch as [] charges only \$600 per 35-hour course whereas the U.S.D.A. Graduate School charges \$1,300 per 24-hour course, there is an obvious savings to the Agency. Moreover, we would like to be in a position to consider him as a possible full-time replacement for the U.S.D.A. instructor if the Office of Communications' specialized requirements decrease.

STATINT

4. We believe the quality of our training in writing would be improved and the possibility of lower future costs enhanced if [] were to conduct the additional courses. It is therefore recommended that an exception to the 90 percent limitation specified in the reference be granted in the case of [] and that this office be authorized to amend his contract to permit him to receive up to a maximum of \$2,303 above the stated limitation.

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[]
HUGH T. CUNNINGHAM
Director of Training

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ILLEGIB

CONCUR:

[]
for HAROLD L. BROWMAN
Deputy Director
for
Management and Services

Date

APPROVAL: See attached memo
Harry B. Fisher
Director of Personnel

Date

Distribution:

- O & 1 - Adse.
- 2 - DD/M&S
- 2 - DTR (1 w/h)
- 1 - SUS/AT
- 1 - PB/TR

STATINTL

OTR/HTC [] rk/slw (4Apr73)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Training
1026 Chamber of Commerce

EXTENSION

NO.

DATE

05 APR 1973

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/M&S
7-D-26 Hqs.

2.

3. D/Pers.
5-E-56 Hqs.

4.

5.

6.

7.

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10.

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13.

14.

15.

③ I'VE CONCURRED IN PRINCIPLE AS THIS IS AN UNUSUAL CASE. DEFER TO YOU ON THE MATTER OF AUTHORITY.

RSW

OTR presents a convincing argument for an exception to the 90% limitation.

[redacted] does not provide conditions for an exception in cases such as this one.

However, ~~the~~ [redacted] tells me that he is unaware of any statutory provision that would prohibit an exception.

I recommend you concur in principle and let the Dir of Personnel sort out his authority to approve -



Mr. Fisher brought this over and said he had signed it with the understanding it would be for 17 not 18 sessions. He has talked with the guy who wrote the memo and he agrees. He asked that you put a note on the memo to that effect.

5/23/73

15 MAY 1973

MEMORANDUM FOR: Director of Personnel

SUBJECT :
STATINTL
REFERENCE :

1. Paragraph 6 contains a recommendation for your approval.

STATINTL

2. [] who retired from the Agency in June 1972, is presently under contract to OTR to conduct 13 writing courses for Office of Communications personnel during the period 30 October 1972 to 29 October 1973 at a total cost of \$8,250, which was \$38.10 under the 90% ceiling applicable to him per [] at the time the contract was let. By the end of June 1973, [] will have completed these 13 courses and under the regulation is not authorized to conduct additional courses until the beginning of a new contract year, which starts 30 October 1973.

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3. Meanwhile, the Office of Communications has scheduled six additional runnings of this course during the period July through October 1973. During FY 1974, the Office of Communications anticipates a need for only ten runnings of this course; however, OTR has a long list of requirements from other Agency components for comparable training for technicians called upon to write reports as a regular responsibility in their positions. These requirements are such to indicate that in FY 1974 as many as eight additional runnings of this course are required for personnel in other components of the Agency, i.e., Information Services Division/DDO, Office of Joint Computer Services/DDM&S, Technical Services Division/DDS&T, and National Photographic Interpretation Center/DDI. We would like to use [] to conduct all 18 of these courses in FY 1974 because of his unique qualifications and because of potential savings to the Agency.

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4. [] holds a teacher's certificate in English and is a well qualified instructor in writing. What makes him a more effective teacher than other potential contract instructors available is the fact that he can relate his 22 years of experience as an Agency staff employee to his training material and therefore can respond more directly to the exact needs of the students. We have already convened a conference

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between [] and representatives of the above components and all parties are agreed that his program for the Office of Communications is, with certain adaptations he is prepared to make, highly suitable to the needs of these components.

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5. Inasmuch as [] charges only \$600 per 35-hour course (\$60 per student) in contrast to a higher charge by the U.S. Department of Agriculture Graduate School of \$1,300 per 24-hour course (\$86 per student) and the Civil Service Commission (\$125 per student for a 40-hour course), there is a cumulative savings to the Agency. It should be stressed that [] would conduct and be paid only for those courses actually required and, in no case, beyond eighteen.

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6. We believe the quality of our training in writing would be improved and at the same time the costs decreased if [] were to conduct these courses. It is therefore recommended that an exception to the 90% limitation specified in the Reference be granted

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in the case of [] and that his contract be amended, effective 1 July 1973, to permit him to conduct in FY 1974 a maximum of eighteen courses @\$600 each.

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[]
Alfonso Rodriguez
Director of Training

APPROVAL:

[]
Harry B. Fisher
Director of Personnel

23 May 73

Date

Distribution:

*for 17 courses at \$600 each.

- 0 & 1 - adse
- 2 - DTR (1 w/h)
- 1 - SA/CD
- 1 - EA/P

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OTR/SA/CD [] md (15 May 73)